



# St. Mary's Catholic Primary School



St. Mary's Catholic Primary School, Rowden Hill, Chippengham, Wiltshire. SN15 2JH

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Headteacher: Mrs Jane Howie-Lee

6<sup>th</sup> September 2018

Dear Parents and Carers,

I am writing today to let you know that over the past two days I have been monitoring the beginning and end of school pick up arrangements. The current situation is unsatisfactory and unsafe.

A number of children turned up for school, unaccompanied today, before 8.00 am. This is extremely unsafe and the school cannot be responsible for them until 8.20 am. If your child is dropped off before the start of school, they will be put into breakfast club to ensure their safety and you will be charged accordingly.

**All entrances and gates into the playground will not be opened until 8.20 am, so children should not arrive before then, to avoid unnecessary waiting around. Again this to ensure the safety and welfare of all children in school.**

Parents and carers are asked to leave the school grounds quickly after the bell rings because the gates will be locked promptly at 8.40 am.

Anyone who is late arriving will enter school through the main Reception at the front of school.

The gate leading to the main road from the Infant playground will also be locked promptly at 8.40am and will also be locked again after 3.00pm pick up.

Do not let younger children play on any of the climbing equipment or allow them to be unsupervised in the playground.

**We want every child in this school to be secure and safe, so I am asking that you support me in implementing these procedures.**

Yours faithfully,

Mrs Howie-Lee